

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **642**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND STATE DEPT. OF EDUCATION

INSTRUCTION

Item	AGENCY	DIVISION
No.	Description	Retention
1	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of records necessary to conduct the business of the Division of Instruction where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Application for School Participation in Senate Youth Program b. Test Booklet and Questionnaire (Senate Youth Program) c. Survey of Volunteers in Reading Programs d. Annual Report of Emergency Plans for the Public Schools e. Adult General Education Program Plan for Fiscal Year Ending June 30 f. Adult Education Annual Program Report 	<p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
2	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of records necessary to conduct the business of the Division of Instruction where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p>	<p>RETAIN FIVE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

Assistant State Superintendent
in Instruction

T.K. Mueller
Signature

Title

4/8/76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5-28-76
Date

Edward E. Pappas
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
2	<p>CONTINUED</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Request for Reimbursements of State Funds for Adult General Education b. Early Identification Parent Interview/Checklist c. Maryland Systematic Teacher Observation Instrument d. End of Year Summary - Early Identification and Instructional Programming for Learning Problems e. Report on Status of Family Life and Human Development Programs K-12 f. Cover Application Sheet (School Community Centers Program) g. Request for Reimbursement--School Community Centers Program h. Community Centers Program Evaluation 	
3	<p>RECORDS MAINTAINED BY THE DIVISION OF INSTRUCTION WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCIES</p> <p>This series composes all records necessary to conduct the business of the Division of Instruction where the requirements and use of those records are defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <ul style="list-style-type: none"> a. Quarterly Activity Report--Adult Basic Education b. Adult Basic Education Financial Status Report 	<p>RETAIN THREE (3) YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE</p>